

**MINUTES OF AN ADJOURNED REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in an adjourned regular meeting at 7:07 p.m. on Monday, October 10, 2005 at the North Torrance Branch Library.

2. ROLL CALL

Present: Commissioners Botello, Chappell, Haig, Lang, Wang, and Chairperson Roberts.

Absent: Commissioner Grogan.

Also Present: Senior Librarian Ross,
Youth Services Librarian Van Vranken, and
Library Services Manager Reeder.

MOTION: Commissioner Chappell moved to grant Commissioner Grogan an excused absence for the October 10, 2005 Library Commission meeting. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Chappell led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Botello moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Wang seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

5. APPROVAL OF MINUTES

5a. MINUTES OF SEPTEMBER 12, 2005

Library Services Manager Reeder noted the following correction to the September 12, 2005 Library Commission meeting minutes:

Page 6, paragraph 3 "...and that they were working with SIRSI and the vendor to resolve the problem."

MOTION: Commissioner Wang moved for the approval of the September 12, 2005 Library Commission meeting minutes as amended. Commissioner Haig seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Grogan).

6. NEW BUSINESS

6a. BRANCH LIBRARY REPORT

Senior Librarian Ross welcomed Commissioners and provided an update on the North Torrance Branch Library since the Commission's last visit in March 2005. He reported that the branch serves a multiethnic, multiracial patron base as well as many patrons from surrounding cities. He stated that the library tries to meet the needs of a large number of Asian patrons by providing materials in Chinese, Korean, Japanese, and Vietnamese. He noted that the branch would soon receive books and DVDs in Hindi with funds from the global languages grant award.

He provided information about staffing and improvements at the facility since March 2005. He stated that they have acquired two new shelving units for the audiovisual collections, that General Services replaced the utility room outside door, that the trim on all McMaster Park buildings were painted by Boy Scouts, and that the sign on the front lawn was refurbished. He noted that magazine circulation has doubled since staff created a magazine display and lounge area.

He discussed the branch's adult collection, noting that popular adult fiction books are the most circulated, with nonfiction self-help, memoirs, and home repair books also being popular. He stated that he was in charge of purchasing Korean and Vietnamese books and magazines for the library system. He also coordinates the Words on Wheels program, represents the Library on the Social Services Advisory Committee, participates in the annual Harvest Health Fair, and continues to proctor exams for distance learning students. He concluded his report with his goal to begin adult programming at the branch.

A report on Youth Services activities follows Item 6f.

6b. FRIENDS OF THE TORRANCE LIBRARY REPORT

6b.1 NEXT BOOK SALE (HARDBACK) OCTOBER 21-22, 2005

6c. YOUTH COUNCIL REPORT

Library Services Manager Reeder advised that the selection process for new Youth Council members was the end of this month.

6d. HARVEST HEALTH FAIR – NOVEMBER 5, 2005

Chairperson Roberts encouraged Commissioners to attend and assist Senior Librarian Ross at the November 5, 2005 Harvest Health Fair at Wilson Park from 9:00 a.m. to 1:00 p.m.

6e. REVISIT LIBRARY COMMISSION MISSION STATEMENT

Commissioners discussed possible amendments to the 2003 Torrance Library Commission Mission Statement included in the material of record.

Commissioner Haig volunteered to research other city's mission statements and provide information at the next Commission meeting.

6f. REVIEW TORRANCE PUBLIC LIBRARY MISSION STATEMENT

Library Services Manager Reeder noted that the Torrance Public Library Mission Statement has a combined rather than separate mission and vision statement. He advised that the Library had no immediate plans to revise their Mission Statement, but welcomed any suggestions for revision. He explained that formats were not listed because they often become outdated.

Chairperson Roberts suggested adding information regarding assisted technology.

Library Services Manager Reeder informed Commissioners that there would be a much shorter reporting format for quarterly reports for the new budget cycle.

6a. BRANCH LIBRARY REPORT

This item was considered out of order.

Youth Services Librarian Van Vranken distributed packets describing fall programming at the North Torrance Branch Library. She reported that she has been busy re-establishing and creating new contacts throughout schools and after-school programs in the community. She provided information about current programming that includes two family story times a week and Wacky Wednesdays after school program with performers or a story/craft activity. Continuing their partnership with the High School Clubs, the Drama Club will perform two fractured versions of "Rapunzel" on October 12, 2005 and the India, Pakistan & Sri Lanka Clubs will participate in a Diwali celebration on November 2, 2005. She discussed the Homework Help program beginning October 11, 2005 in cooperation with North High school, and commended Neerja Verma, Library Assistant 1, for her assistance with coordinating volunteer activity. She described first grade outreach, the In N Out "Food for Thought" program, and the Library "Smart" card campaign to encourage North High School students to obtain library cards. She stated that the most rewarding program that she does is the Reading Partners program that will begin again in January 2006. She mentioned that she is exploring the possibility of offering a Mother Daughter Book Club and a Lap-sit Baby Storytime.

She stated that she has been busy weeding books and hopes to have the entire youth section completed by the first of the year. This is her second year as Torrance's representative to MCLS's Children's Committee and next month will attend California School Library Association's three day Conference. She shared future goals that include to work towards the completion of the new North Torrance Branch Library, to continue to provide outreach and support to all patrons, to develop new partnerships in the community and schools, and to work collaboratively with the Community Services Department. She concluded her report with a wish list that includes new bulletin boards, picnic tables and shade cloth for the patio, and a multi-purpose information rack.

7. UNFINISHED BUSINESS

7a. JOINT MEETING WITH CITY COUNCIL DEBRIEFING

Chairperson Roberts stated that she received positive feedback about the seating arrangement, the catering service, and presentations by Friends of the Torrance Library, the Torrance Public Library Foundation, and Youth Services Librarian Olsen on the Summer Reading Program. She noted that there was full City Council and Library Commission attendance.

Library Services Manager Reeder commented that there was a nice mixture of information provided on successful programming as well as needs that include the reinstatement of Sunday service at Katy Geissert Civic Center Library.

7b. CALTAC TRAINING WORKSHOP DEBRIEFING

Commissioners discussed the summary of notes on Planning, Finances/Funding, Organizational Operations, Human Resources, Community Relations, and Advocacy taken at the September 10, 2005 and September 28, 2005 Board Effectiveness Training Workshops.

Commissioner Lang stated that the Workshop was very useful in helping her understand her role as a Commissioner.

Commissioner Botello stated that she liked the opportunity to review successes as well as “needs attention” items.

Commissioner Haig stated that he liked the “Adopt a Library” suggestion, and a brief discussion followed regarding which branch libraries Commissioners would be able to visit.

Library Services Manager Reeder explained that Fridays were chosen for branch closures because it was traditionally the slowest day of the week. He discussed the changing environment and patrons who are becoming more reliant on remote access to data bases. When Commissioners expressed interest in learning more about the Brown Act, he noted that there might be a Commissioner’s Orientation put on by the City after the first of the year.

Commissioner Wang expressed an interest in attending Friends of the Torrance Library’s monthly board meetings if her work allows it.

Chairperson Roberts noted that Library Services Manager Weiner was looking into obtaining Commissioner handbooks by Len Woods.

Commissioner Lang volunteered to draft a job description for new Library Commissioners after the first of the year.

Commissioners agreed that they would like to participate in the workshop on a yearly basis.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TUSD ECT

Chairperson Roberts distributed Commissioner Grogan's report providing details about the October 3, 2005 ECT meeting honoring Torrance High School. The next ECT meeting is November 7, 2005 and will feature Magruder Middle School.

Commissioner Haig initiated a brief discussion centered on TUSD library budgets and librarian requirements.

8b. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig reported that the last Foundation meeting was in July 2005.

8b.1 NEXT MEETING WEDNESDAY, OCTOBER 19, 2005, NOON

8c. MCLS SYSTEM ADVISORY BOARD

No report.

8c.1 NEXT MEETING THURSDAY, DECEMBER 1, 2005, 10:00 A.M., GLENDALE PUBLIC LIBRARY

9. MONTHLY DEPARTMENT REPORT

Library Services Manager Reeder reported that the computers in the Civic Center Homework Center were almost ready, with 25 to 30 software programs for the youth. He announced that the Library will have a booth at next week's Chamber of Commerce Expo. He stated that the Library will begin using the new collection rotation module in December 2005 and that the City's new website was expected to go "live" on October 25, 2005.

He stated that the City Manager was considering additional budget cuts that would take five current Library Assistant 1 positions and create part-time junior clerk positions. Referring to Telestaff, he advised that the Library has finished the final set of trainings, that heavy customization has been necessary, and that it was expected to be operational by the end of the year. He stated that they were working with SIRSI and 3M to resolve problems with the self-check out system.

He announced upcoming events that include The Lion, the Witch and the Wardrobe book discussion and masquerade event on October 27, 2005 and a "Buyer Beware" program put on by staff. He encouraged Commissioners to read Richard T. Sweeney's article entitled "Reinventing Library Buildings and Services for the Millennial Generation" included in their agenda packets.

10. ORALS

10a. Commissioner Lang stated that she enjoyed reading the Richard T. Sweeney article and informed the Commission that she may be absent from the next Commission meeting.

10b. Commissioner Botello stated that the Department of Information Studies of California Library Association would be presenting career workshops November 47, 2005 and that she would be conducting two of them.

10c. Commissioner Botello announced that Hilary Theyer was teaching the Public Libraries course at U.C.L.A. on Monday nights.

10d. Chairperson Roberts thanked Commissioners for their support and participation in the CALTAC training workshops and the joint meeting with City Council.

10e. Commissioner Botello announced that she has been elected to the Assembly for the California Library Association for a three-year term.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the November Library Commission meeting agenda were discussed.

12. ADJOURNMENT

MOTION: At 9:17 p.m., Commissioner Lang moved to adjourn the meeting to November 14, 2005 at 7:00 p.m. at the Walteria Branch Library. Commissioner Wang seconded the motion and, hearing no objection, Chairperson Roberts so ordered.

Approved as Written November 14, 2005 s/ Sue Herbers, City Clerk
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